

Division for the Visually Impaired
Business Enterprise Program (BEP), Blind Vendors Committee (BVC)

Minutes

February 22, 2018

I. Roll Call

Wayne Marsh, Gary Pizzolo, Anthony Paolini, Rob Schmidlkofer, Andy Klover, Debbie Harrington, Elisha Jenkins, Bill DeGraffenreid, Linda Eden.

II. Rules of Engagement presented by Rob Schmidlkofer.

III. Training

Quarterly training schedule:

- June 28-29, 2018 from 0900-1400 each day. Presenter will be Nicky Gacos an Operator from New Jersey and President of the National Association of Blind Merchants, Topics to include:
 - New vending operations
 - Accounting processes and procedures
 - Operators experience from New Jersey
 - Healthy vending.

September 27, 2018; 10:00 am -2:00pm DVI programs and using social media to build your business.

December 20, 2018; new equipment and technologies for BEP.

IV. Old Business

- Audit

The audit of the Terry Campus from the period of May thru November 2017 was completed. There were discrepancies in the data reported by the operator, which affected the May Profit & Loss sales. May sales were underreported by \$4,896.96 and the register had a total a \$1,010.40 more than the data submitted by the operator. The profit difference totaled \$5,291.28 after set aside. Fiscal will reconcile by writing a check for \$587.92, which is the difference in the set aside. These monies must be paid

thru payroll. The estimated fringe amount is \$1,251.53. Operator will pay \$807.95 per pay period starting March 2nd thru April 27, 2018. Fiscal will send a salary bill as normal but cannot record the fringe amount due on the \$807.95. The operator will be responsible for paying any outstanding invoices.

- Smyrna Rest Stop

Linda Eden was welcomed as the new operator of the Smyrna Rest Stop. She will start March 4, 2018 preparing to open the Smyrna Rest Stop officially on April 1, 2018. Linda will need to register her name, open a business account and obtain an employee indentation number.

- Delaware Technical Community College- Terry Campus

DTCC profits have decreased for the past 3 months. There are 5 employees with various hours. DTCC should net \$4000.00 a month. DVI will review employee schedule. The lack of catering business is an issue. The restart time for external catering must be determined or the size of the staff will need to be reduced.

- Strategic Planning Update

The contract for Healthy vending has been developed and will be sent to Elisha and Debbie for review. The Division of Public Health has resource to promote healthy vending by offering taste testing at the Carvel Building, NC Court House, Leg. Hall, Hessler Building, DMV, and the Dept. of Labor on Market Street.

V. New Business

- BEP materials are to be disseminated in accessible formats.

- Advertising

BEP is looking to invest in advertising. The cost will be \$1700.00 and includes, billboards, YouTube, Facebook and commercials. Advertising would spot light the larger locations. Details and more discussion will follow in the April BVC meeting.

- Policies

Food Trucks

Fuegos food truck was secured and will operate five days a week. Contract date is from April thru November 2018. The contract clause will be rewritten to change the terms for a security deposit amount and reasons for termination.

VI. Public Comment

- None

VII. Adjournment

- The meeting was adjourned at 12:30 p.m.